



TECHNICAL TYPOS

Presented at
Doctrine Conference
10/27/2005

Institute for Federal Printing &
Electronic Publishing

TYPOGRAPHY

- ✓ The art or process of setting or arranging type



What Are The Causes Of Typos?

(Typographical Errors)

- ✓ Errors made by operator key stroking
- ✓ Errors made by mechanical typesetting devices
- ✓ Spelling, grammatical, and editing errors
- ✓ “Technical Typos”



But What About Technical Typos?

- ✓ “Gremlins” just happen



- ✓ To many people Gremlins are unexpected, unexplainable, problems,
BUT publication professionals do expect and can explain many gremlins



What Are Some Causes of Technical Typos?

- ✓ 1. Known Software Errors
- ✓ 2. Known Imaging Device Errors
- ✓ 3. Known Original Material Shortcomings
- ✓ 4. Inexperienced Desktop Publishers
- ✓ 5. Blind Dependence On Technology
- ✓ 6. “Gremlins” Just Happen

1. Known Software Errors



1a. My Spell Checker

(by Chuck Jernigan)

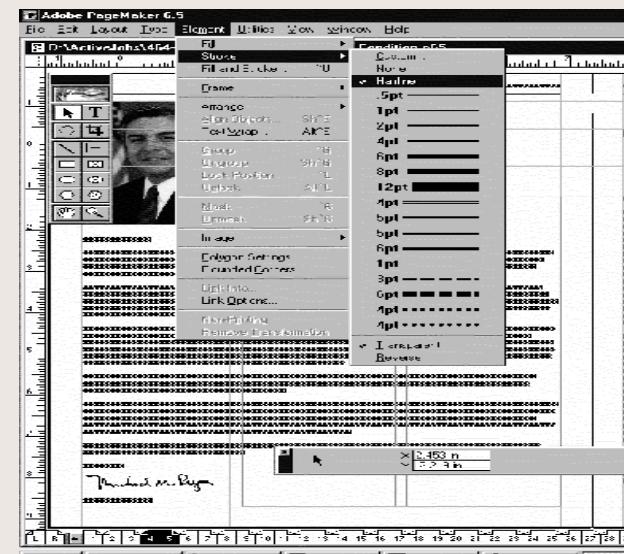
- ✓ I have a spelling checker,
it came with my PC.
- ✓ It plainly marks four my revue
mistakes I cannot sea.
- ✓ I've run this poem threw it,
I'm sure your peas to no.
- ✓ Its letter perfect in its weigh,
my checker tolled me sew.

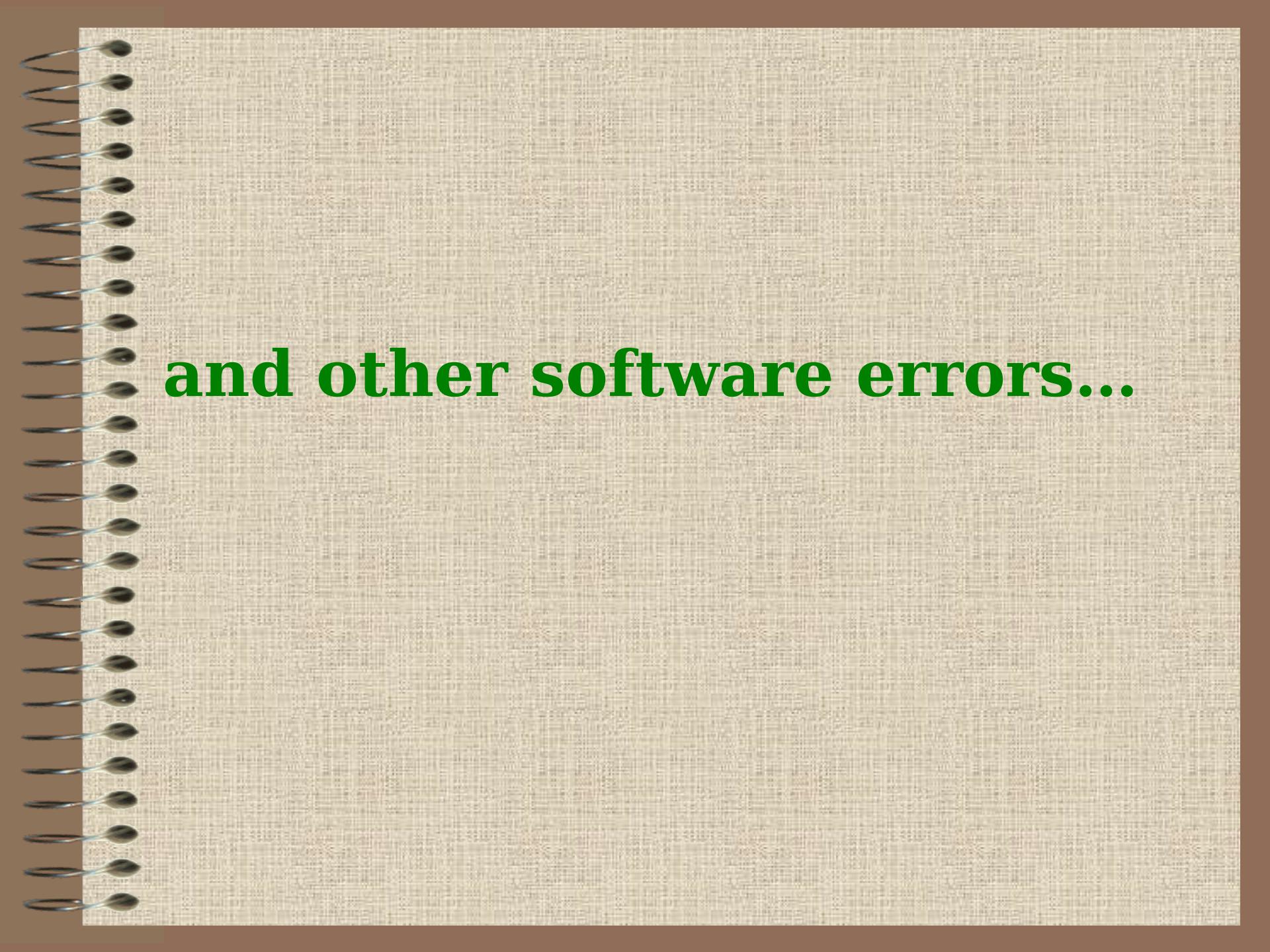
Check your spelling then

check your righting!!!!!!

1b. Hairline Rules

- ✓ Selecting **Hairline Rule** produces the thinnest rule the output device can make and thus it may “disappear” to you
 - ✓ Laser printers are:
300 to 600 DPI
 - ✓ Imagesetters are:
1200 to 2400 DPI





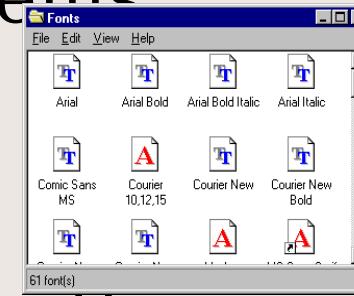
and other software errors...

2. Known Imaging Device Errors



2a. Mixing Font Systems

- ✓ Older imagesetters (film/plate exposing devices) may throw odd characters, when faced with files containing fonts from different font systems
- ✓ Only the newest imagesetters can take files with Truetype and PostScript fonts



2b. Stylizing Fonts on a Mac

- ✓ Pressing bold or italic on the pull down menu on a Mac will show bold or italic on the screen but only appear as “normal” upon imaging
- ✓ Use an actual bold or italic font





and other device errors...

3. Known Shortcomings in Original Material

5-4 TRAVEL

I begin with apologies for the length of this article, which has been peregrinated through the pages of *IFPEP* for some time now. I am sure you will understand if I say that it is a cliche that the best books in the world are never published. In this case, however, the book is the biggest red. They also have the largest price tag.

The Seychelles and the Mascarene Islands — short distances from each other — are the two most expensive travel guides in the world. But if you can afford the Seychelles guidebook, you can afford the rest of the square, a hundred of so pages longer than the German one. And that's not all. The German book is twice as expensive as the London. One book is the largest, the other the smallest. The one giving more for the buck will still be the most expensive.

So why is the renowned travel writer David Wickers allowed to write about the Seychelles and the Mascarene Islands? Is he the best of the breed?

The beaches are for people who like to sit on them and do nothing. With nearly half the coast line, the Seychelles is the best place to do just that.

David Wickers' guidebook plus some \$6 in my pocket got me to the beach. Several islands only accessible by boat, I had to pay another \$10 in fares. Very attractive, but not a good value for the amount of time or tedium rather than the beauty of the island.

Country, you aren't allowed to use the beach. You have to pay for it.

SEYCHELLESE Islands

THE SEYCHELLES are the Galapagos of the Indian Ocean. The islands are scattered over 1,000 miles of ocean, with a wake of fauna when there were many more. A few years ago, the last ark of species, the corals, were still there. Now they are gone. The last of the 1,000-mile stretch of reefs.

The Seychelles were also

Unspoilt, except by the price tag. DAVID WICKERS charts the distinctive characteristics of the Seychelles and the Mascarene

Islands, quite southern islands, with a few outer islands. You'll find that in the south, where isolation is the rule, the number of species may be three highly col-

lected, while in the north, where diversity is the rule, the number of species may be three highly col-

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3a. Scanning Documents

- ✓ Optical Character Recognition (OCR)
is (95-98%) successful BUT...
- ✓ Characters that are fuzzy, light, or too close together) may be interpreted as other characters
- ✓ Example: share w/r&e too close = sham



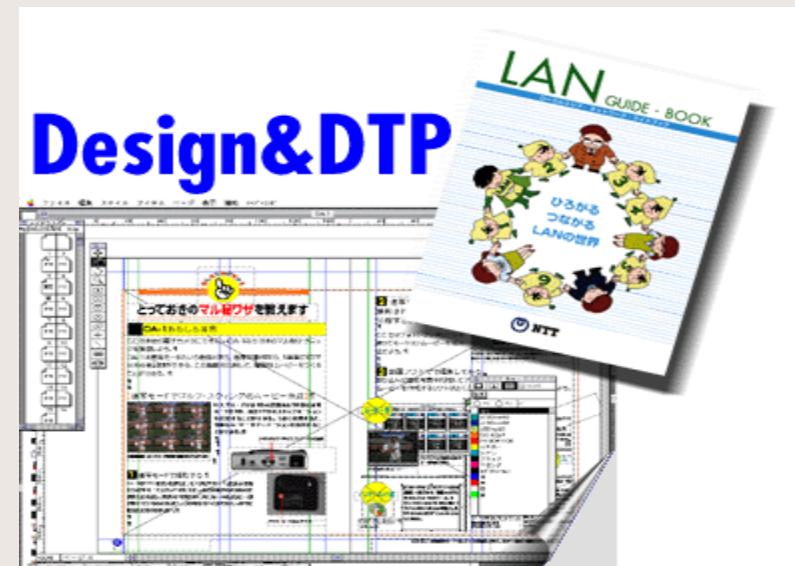
3b. Odd Characters in Word Processing Programs

- ✓ Odd fonts, even on spaces or other unseen characters, may change to a different character between word processing and DTP
- ✓ Educate authors to supply plain vanilla text
- ✓ In the page layout program convert all characters, including spaces, to a known font before doing DTP



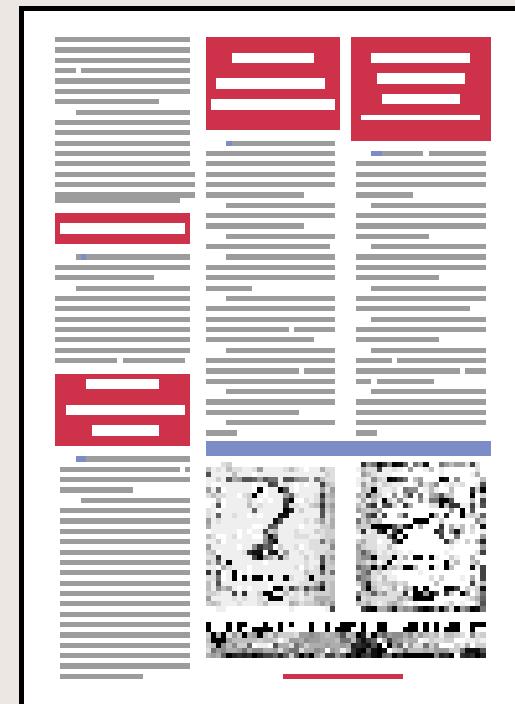
**and other original material
errors...**

4. Inexperienced Desktop Publishers



4a. Left Behind Graphics

- ✓ Nailing a graphic to a page rather than to the text can cause the graphic to “be left behind” when text is corrected/added later and moves past the graphic

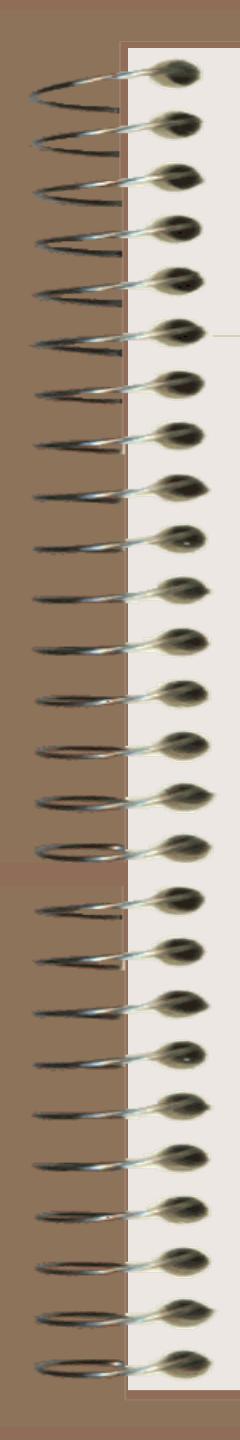


4b. Text Reflow after Proof

Additions/Corrections

- ✓ Additions/corrections at the printing company may cause reflow for several paragraphs or even pages
- ✓ Check up to the next major break





Set Design Parameters

- ✓ Consider how the end user will use the product
- ✓ Decide page size and other parameters first
- ✓ Create the product using the parameters established



**and other inexperience
errors...**

5. Blind Dependence on Technology



5a. It Was OK on My Monitor

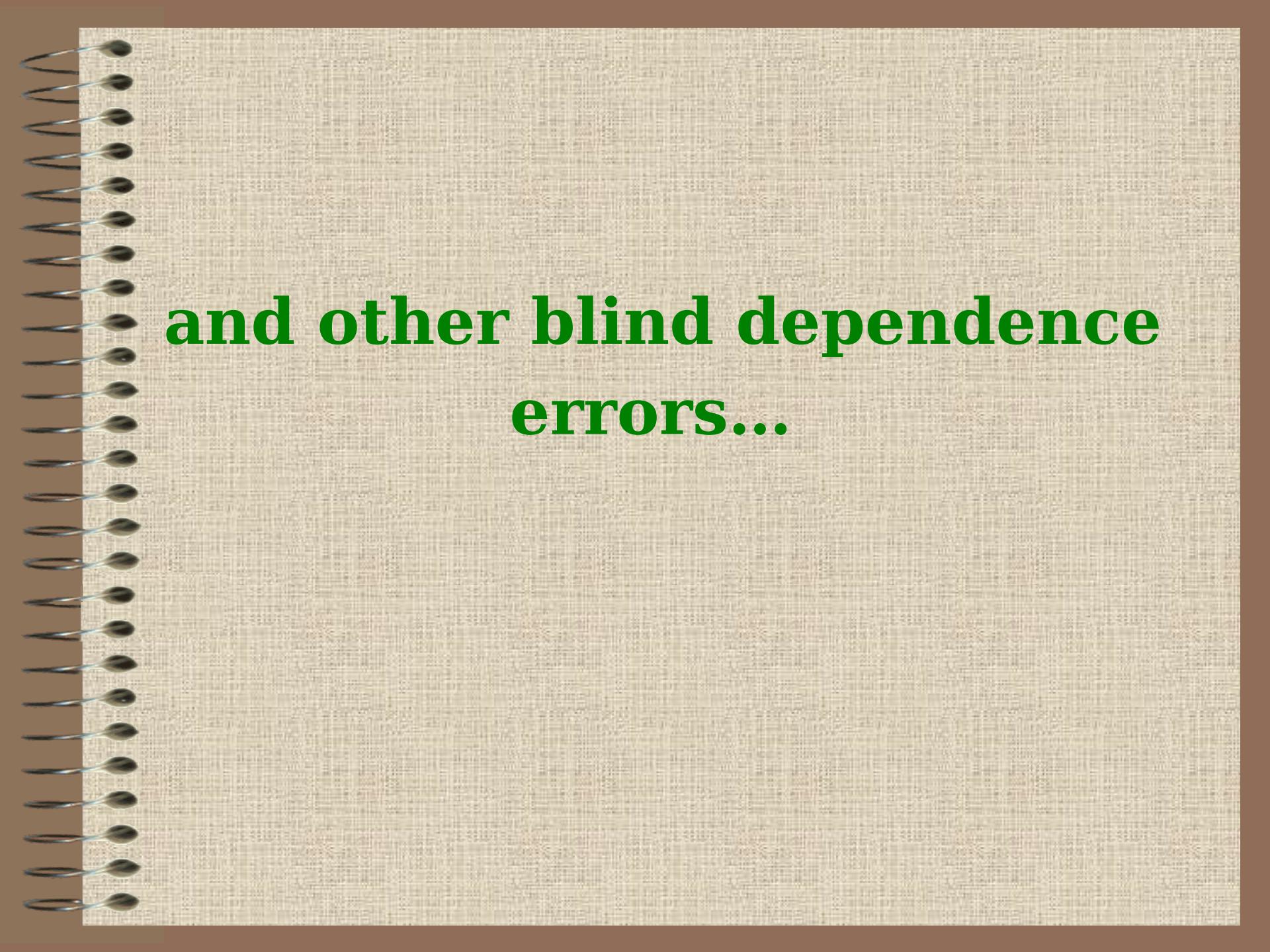
- ✓ It was OK ON MY MONITOR!
“I don’t need proofs”
- ✓ Selecting colors via monitor instead of from an ink book may produce the totally wrong color or,
“See the red line in the chart” when in print the line is orange-brown causing the reader to pick the wrong line



5b. Fonts

- ✓ Fonts have versions, different versions may cause re-flow
- ✓ A similarly named font by a different manufacturer may have different special characters
- ✓ There is no font fairy
- ✓ Supply copies of your font





**and other blind dependence
errors...**

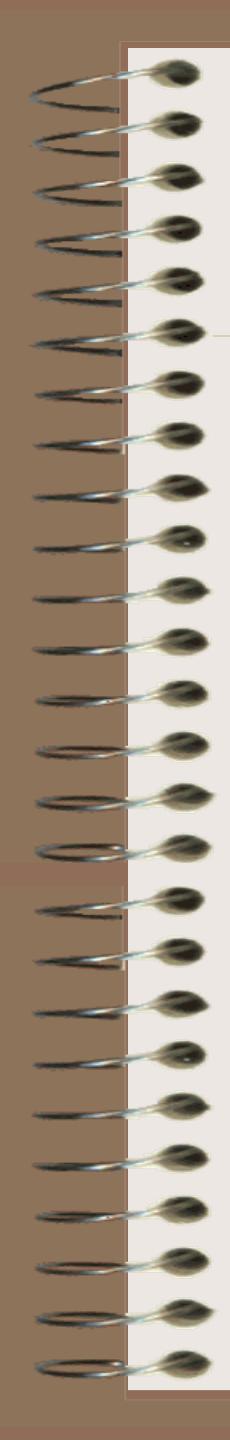


What Gremlins Do Happen!! So What Do Other Agencies Do?



Some Possible Solutions

- ✓ Set up a working group and hold meetings to discuss issues (DOE)
- ✓ Assign a “buddy” to new publishers (OMB)
- ✓ Require grantees and contractors to follow GPO’s best practices guidelines (pub.300.6)



More Possible Solutions?

- ✓ Train everyone in the publishing chain to be aware of and check for errors and gremlins (NIOSH and others)*
 - * IFPEP's DTP class covers the 60 most common errors and gremlins
- ✓ Check and recheck at all stages - use new eyes (various agencies)
- ✓ Contract for on-site proofreaders (IRS)



More Possible Solutions

- ✓ Use GPO's free e-Pub consulting group
(many agencies)
- ✓ Have e-pub run test files for critical projects (many agencies)
- ✓ Hire extra eyes at GPO
(NASA & Tech Review)

More Possible Solutions?

- ✓ Establish a dedicated publishing section
 - ✓ Hold national/regional publishing conferences (Fish & Wildlife)
 - ✓ Publish booklets telling how-to...(USGS)
 - ✓ Standardize Software & Fonts (USGS)
 - ✓ Turn to PDF – solves some problems but opens others
-

Preventing/Catching Technical Typos

- ✓ Your Agency's Solution
????????????

